

Child Nutrition Programs

National School Lunch Program

Web Training Manual

Table of Contents

Introduction.....	6
Goals.....	6
Agenda.....	6
Overview of CNP Web	7
Access to CNP Web.....	8
What You Need to Access the System	8
Internet Access	8
Access and Security.....	9
Requesting a New User Account.....	9
The Security Agreement.....	10
Deciding Who Needs Access	10
Changing Personnel.....	10
Navigation.....	11
Messages.....	15
Process-Level Messages.....	15
Field-Level Messages.....	15
Online Help.....	16
Overview Help.....	17
Help for Each Form	19
Applications	21
Sponsor Tasks and Responsibilities	21
ADE Tasks/Responsibilities	21
Rules for Entering Data	21
Buttons.....	22
Save	22
Cancel.....	22
Submit	22
Delete	22
Site Application	23
Application Sections.....	23
Entering a New Site Application	24
Site Contact	25
Physical Address	25
Mailing Address	26
General Information	26
Site-Level Supporting Data for Site Eligibility.....	28
Site-Level Supporting Data for Area Eligibility	28

Special Milk Program.....	29
School Breakfast Program.....	30
National School Lunch Program.....	31
After School Snack Program.....	32
Summer Food Seamless Waiver	33
Submitting the Application.....	35
Revising an Application	35
Effects of Making Changes	35
Printing a Site Application	35
Sponsor Application	36
Application Sections.....	36
Entering a New Application	37
School Food Authority Contact.....	38
Program Contact.....	38
Physical Address	39
Mailing Address	39
General Information	40
Meal Counting and Point of Service	41
Menu Planning	42
Food Service Management Company	42
Forms for Free & Reduced-Price Meals	43
Certification Statement.....	44
Submitting the Application.....	44
Revising an Application	44
Effects of Making Changes	44
Printing an Application.....	44
Application Item Checklist	45
Downloadable Forms	46
Tracking Forms Sent to ADE	46
Claims	47
Claim Rows	47
Creating a New Claim	48
Regular Claims	49
Special Milk	49
Regular Breakfast, Severe Need Breakfast, Regular Lunch, High-Rate Lunch, Regular Snack	50
At-Risk After-School Snack.....	51
Provision 2 Claims	51
Provision 3 Claims	51
Seamless Waiver Claims	52
Submitting Claims	52
Combining Claims.....	52

Revising a Claim	53
Effect of Changes	53
Printing a Claim	53
Appendix A: Acceptable Use Policy	54
Appendix B: Getting Started in the Real System	57
Appendix C: To Get Help with the System	58
Regional Training Centers	58
NSLP Applications and Program Information	59
NSLP Claims	59
Appendix D: Frequently Asked Questions	60

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Introduction

CNP Web is the online application and claiming system developed for the Child Nutrition Programs for Arizona. When completed CNP Web will be the main system used by National School Lunch (NSLP), Food Distribution (FD), and Child and Adult Care Food Program (CACFP) participants.

The CNP Web application is part of the Arizona Department of Education's (ADE) Common Logon security application. The ADE Common Logon security system is designed to encompass all Web applications at ADE for the purposes of allowing uniform access into all systems.

The CNP Web training focuses on how to use the online system to submit applications and reimbursement claims, but will be very limited in the training of non-computer related program information. The course is designed for users that have basic computer knowledge of Microsoft Windows™ and Internet browsers.

Goals

CNP Web training teaches participants to:

- Navigate through CNP Web.
- Use the online Help in CNP Web.
- Complete and submit a site application.
- Complete and submit a sponsor application.
- Complete and submit a site level reimbursement claim.

Agenda

The following topics will be covered in today's training.

- What you need to access CNP Web
- Navigation
- Online Help
- Sponsor and site applications
- Reimbursement Claims
- Access and Security
- Getting Started in the Real System

The following topics will not be covered in today's training.

- How to use a computer
- How to use Windows
- How to use the Internet

Overview of CNP Web

These are the main tasks ADE and Sponsors perform using CNP Web.

1. At the end of each school year, ADE prepares the CNP Web system for the next school year.
2. ADE notifies sponsors when the system is ready to accept applications to participate in the NSLP during the next school year.
3. Using the Internet, sponsors/districts fill out site and sponsor applications, and electronically submit them to ADE for review.

The CNP Web system produces a checklist of paper documentation that sponsors need to provide to ADE.

Note

The checklist indicates when a required document was previously submitted to ADE.

4. Sponsors review the checklist to see if any new hardcopy documents need to be submitted to ADE for the next school year.
5. Sponsors download and print forms from the ADE Web site, complete them, and mail them to ADE.
6. ADE processes the online applications and the printed forms, and approves or rejects the sponsor for participation in the NSLP during the next school year.
7. After the school year begins, if ADE approved the sponsor for the NSLP, the sponsor uses the CNP Web system to enter reimbursement claims for meals served within the NSLP.
8. Each month ADE processes reimbursement claims for the NSLP.

If any data from the sponsor or site applications changes during the school year, the sponsor revises the applications as needed. ADE reviews and approves or rejects them as needed.

Access to CNP Web

What You Need to Access the System

The following computer requirements are necessary to successfully process applications and reimbursement claims on CNP Web.

	Minimum Configuration	Recommended Configuration
Operating System	Windows 95	Windows 98 or newer
Processor	Pentium 133 MHz	Pentium 600 MHz or faster
RAM	64 MB	256 MB or more
Modem (Internal or External)	56 Kb	Network Connection
Internet Browser	Internet Explorer 5.0	Internet Explorer 6.0*

*Free downloads of Internet Explorer can be found at www.microsoft.com

Important

The system has not been tested on Netscape Navigator (4.0 or higher). Using this browser can result in variations to the forms and buttons; use of Netscape Navigator is not recommended.

Internet Access

In addition to the computer requirements, the following setup is necessary.

- An Internet Service Provider
- A network connection or dial-up line and modem
- Cookies must be enabled (this is necessary for the security of the system)

Access and Security

The ADE Common Logon application provides access and the necessary security of data in CNP Web. The information below provides guidance on how to have a new user account setup and the security guidelines of using ADE Common Logon.

Requesting a New User Account

Follow these steps to establish accounts for new CNP Web users.

1. Determine who is your Entity Administrator.

The Entity Administrator is the only person that can request a new user account.

2. Submit a request to your Entity Administrator to have a new account established.

The Entity Administrator adds your user account to the Common Logon system.

ADE approves the new user account.

3. You are ready to begin using CNP Web.

The first time you connect to the system, change your password. The system is case sensitive, so there is a difference between “ade1234” and “ADE1234”.

As a new user, you will be prompted to read the Security Agreement policy. To continue, read the policy and click I Agree.

The Security Agreement

Anyone using CNP Web must agree to the Agency's Acceptable Use Policy. Appendix A of this document contains the entire text of the policy. The policy can also be viewed online through the ADE Common Logon.

Listed below are general guidelines for using ADE applications.

- ADE Internet administrative application systems are the property of the Arizona Department of Education.
- Users are required to take all necessary steps to prevent unauthorized access to, or disclosure of non-public information.
- Users are responsible for the security of their passwords and accounts.
- User Names and Passwords are not to be used by anyone other than the person assigned.
- Passwords should be changed quarterly and must be at least eight alphanumeric characters.
- All default passwords must be changed during first logon.
- Any guest or anonymous accounts are prohibited.
- Users should log off from their accounts when their workstation will be unattended.

Deciding Who Needs Access

It is recommended that only those individuals who will be submitting applications and claims on CNP Web have user accounts.

Changing Personnel

Anytime there is a change in personnel, the sponsoring organization is responsible for notifying ADE of user accounts that are no longer being used. It is not acceptable policy to have a new person use the account of a former employee. Use the following procedure to close accounts.

- Contact the Entity Administrator
- The Entity Administrator must contact the ADE Support Center via email.
- ADE Support Center disables the user account.

Navigation

All users of CNP Web log on using their user name and password created in the ADE Common Logon.

To log on to the CNP Web training site complete the following steps.

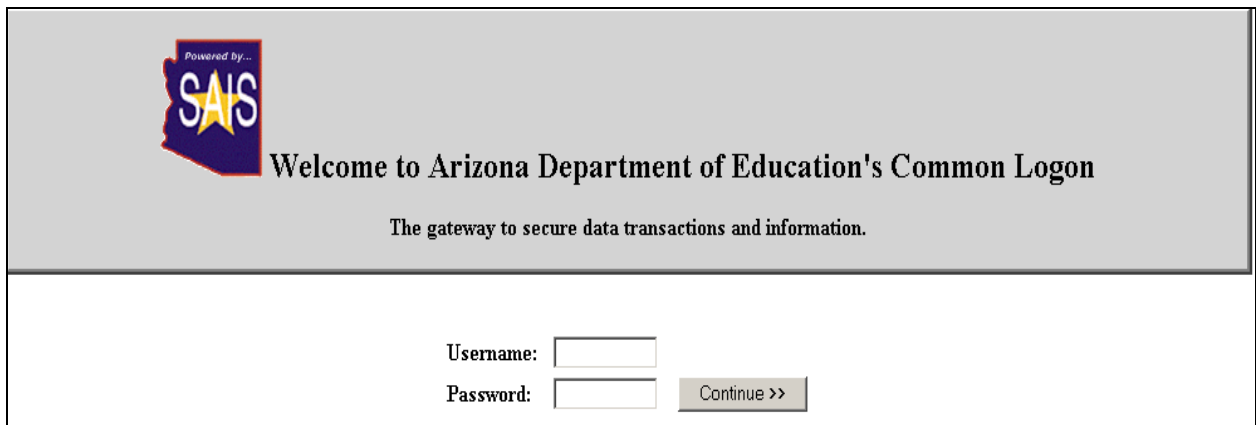
1. Open the Internet browser.
2. In the Internet browser address field type the following.

<http://training.ade.az.gov/commonlogon>

Note

The above address is for training only. See Appendix B for the real logon address.

The ADE Common Logon page appears.



Powered by...

SALS

Welcome to Arizona Department of Education's Common Logon

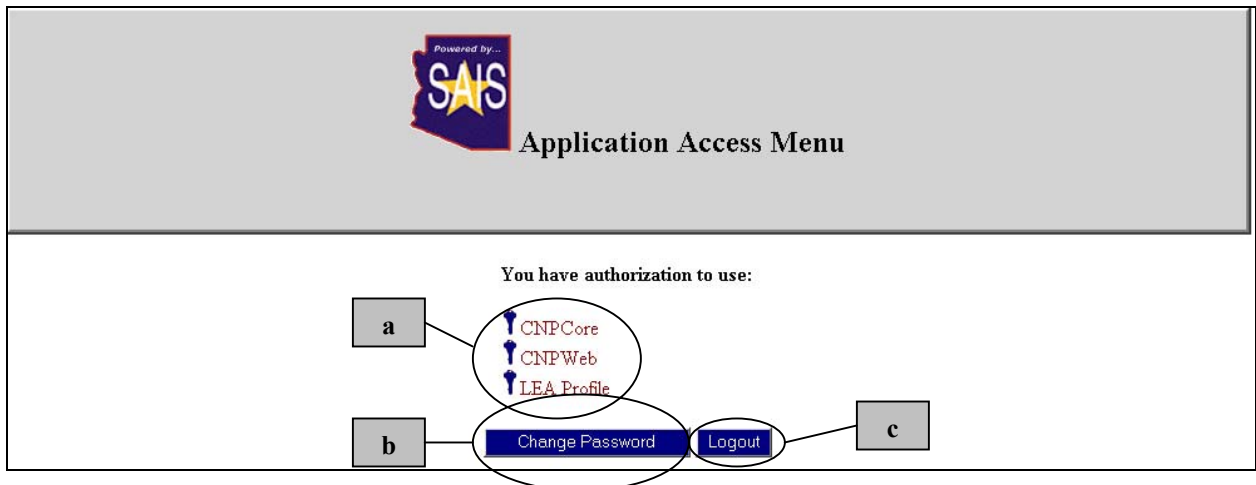
The gateway to secure data transactions and information.

Username:

Password:

3. Type your user name and password.
4. Click the Continue button.

5. The Common Logon Application Access Menu appears.



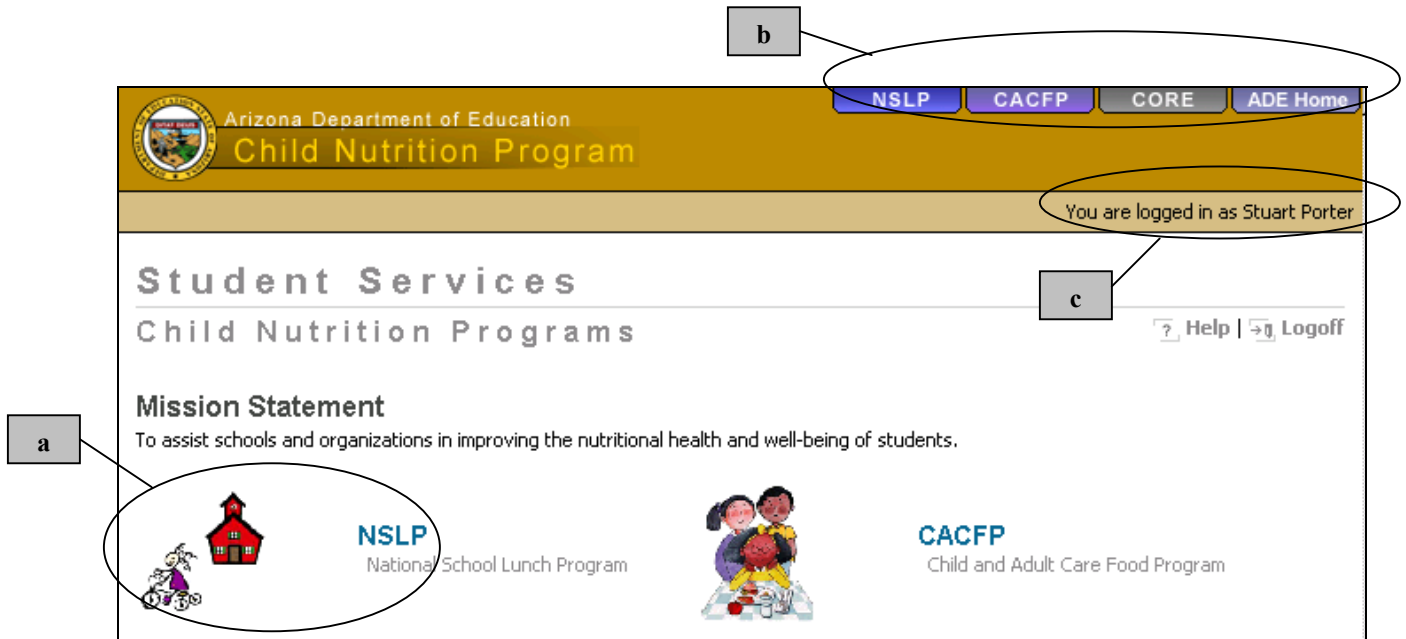
Note the following items on the Application Access Menu.

- a. A customized list of all of the ADE applications you are authorized to access. Click on a listed application to start it.
- b. The Change Password button lets you change your password at any time.
- c. The Logout button returns to the ADE Common Logon page.

6. Click the CNPWeb link.

This takes you to the CNP Home page or the NSLP Home page, depending on the authorization you have within CNP Web.

- If your security authorizes you to access more than one of the Child Nutrition Programs, the CNP Home page is displayed. Only the programs that you are authorized to access appear on this page.



Note the following items on the CNP Home Page.

- Click a program icon or name to go to that program's home page.
- Buttons in the upper right hand corner link to the program home pages. The ADE Home button links you to the Department's home page.
- Below the program links in the upper right corner is your user name. This information is displayed throughout CNP Web.

If you only have authorization to the National School Lunch Program, you go directly to the NSLP Home page.



Note the following items on the NSLP Home Page.

- a. The menu bar provides you with access to Reports, Applications, Site Claims, and CNP Overview Help Topics.
 - Reports – Allows you to access any available reports.
 - Applications – Allows you to view, create, revise and submit sponsor and site applications for the NSLP.
 - Site Claims – Allows you to add, revise and submit site level reimbursement claims for the NSLP.
- b. Below the links in the upper right are buttons that access the online Help or log off CNP Web. These buttons are displayed throughout the CNP Web system.
 - The Help button displays online Help for the displayed page.
 - The Logoff button exits CNP Web and the ADE Common Logon. It returns you to the Arizona Department's home page.

Messages

This topic describes the types of messages you might encounter while using the National School Lunch Program (including the Summer Food Seamless Waiver).

Process-Level Messages

Process-level messages inform you when an action that you have taken is not allowed by the system.

Process-level messages consist of a red box near the top of the form, containing text that describes the problem. Each separate problem description is preceded by a red circle with an "x" in it.

Example Text

“Your application has been saved, however errors encountered during the submit process prevent it from being submitted.

The Site Application cannot be submitted while the Sponsor Application has a status of Submitted. The Site Application may be submitted after ADE approves or rejects the Sponsor Application.”

Field-Level Messages

Field-level messages inform you of:

- Errors that prevent data from being saved from a field on the form to the database. For example, entering text in a number field.
- Conditions that must be corrected before the form is valid. For example, entering a price over \$0.30 for Reduced-Price Breakfast.
- An unusual condition based on other information that has been provided. For example, a claim where more children were served Reduced-Price Lunch than are eligible.

Field-level messages consist of a red circle with an "x" in it, displayed to the left of the field where the error occurred and red message text displayed to the right of the field.

Example

E-Mail Address:		<input type="text"/>	E-Mail Address cannot be blank.
-----------------	---	----------------------	---------------------------------

For each message, read the message text, and then correct the condition that caused the error. Save your changes to the form.

Tip

For more information about how to correct the error, view the Help for that form and read the instructions for entering data in the field.

Online Help

The CNP Web Online Help provides the following types of information.

- A general overview of the Child Nutrition programs
- Rules for entering the information on a form
- A comprehensive Glossary of abbreviations and terms associated with each Child Nutrition Program. On the top of the Glossary page, you can search in the Glossary by clicking the letter corresponding to the first letter of the topic for which you are searching.

Glossary

Choose the first letter of the word you want to find.

[Numbers & Symbols](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Numbers and Symbols

7 CFR

Title 7 of the Code of Federal Regulations. Some parts of the 7 CFR that pertain to the Child Nutrition Programs include, but are not limited to:

- Part 210—Regulations governing the National School Lunch Program
- Part 215—Regulations governing the Special Milk Program
- Part 220—Regulations governing the School Breakfast Program (including Severe Need Breakfast)
- Part 225—Regulations governing the Summer Food Service Program
- Part 226—Regulations governing the Child and Adult Care Food Program
- Part 245—Regulations governing the determination of eligibility for free and reduced price meal benefits in the National School Lunch and School Breakfast Programs and for free milk in the Special Milk Program.

Online Help saves time by answering questions and explaining requirements, error messages and regulations. It is also a great resource for training.

Note

In addition to the online Help, the system also provides messages that explain problems with a form or field.

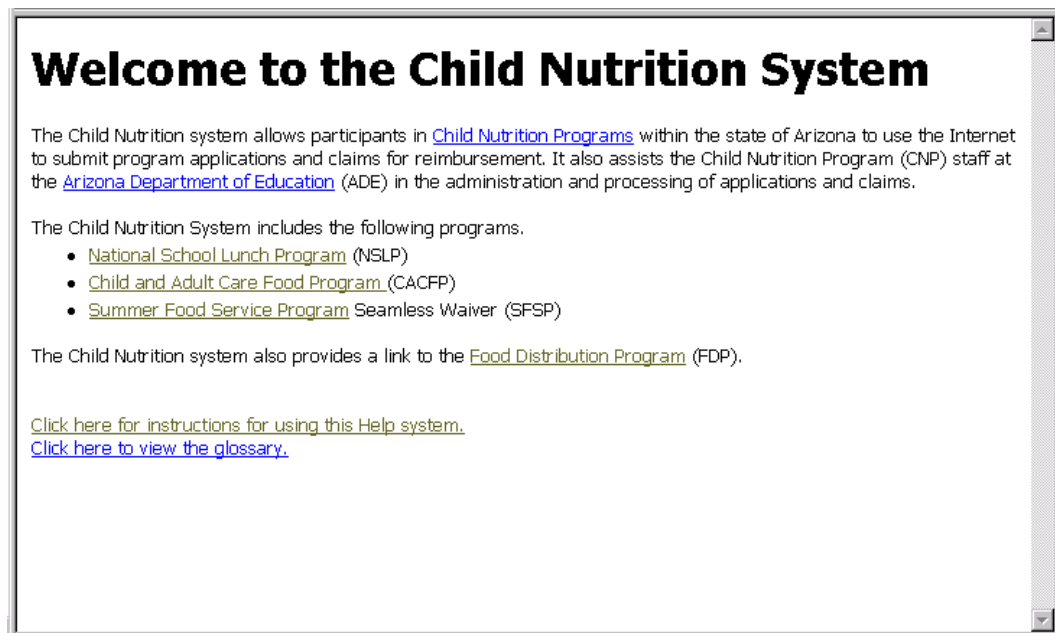
Overview Help

Overview help can be accessed from any Child Nutrition program by clicking the CNP Overview button on the menu bar. The overview Help contains detailed instructions for using the Help system.

The Help opens in a new browser window. Close the browser window to return to NSLP.

Example 1

From any CNP Web page, click the CNP Overview button on the menu bar to display Overview Help. Click the links from the Welcome page to learn what online features are available.

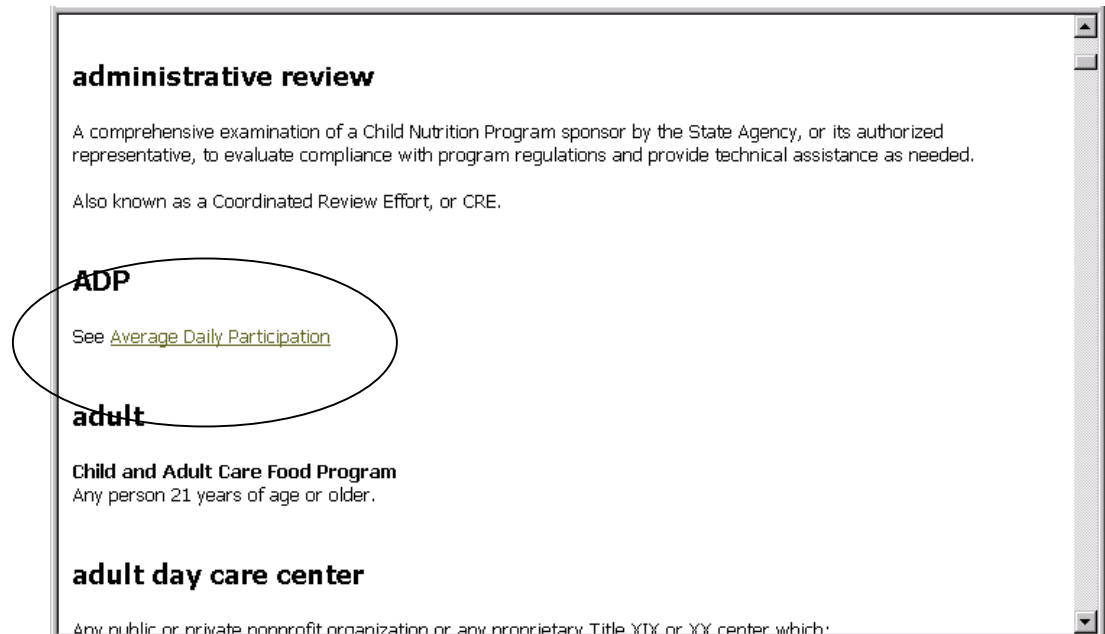


Example 2

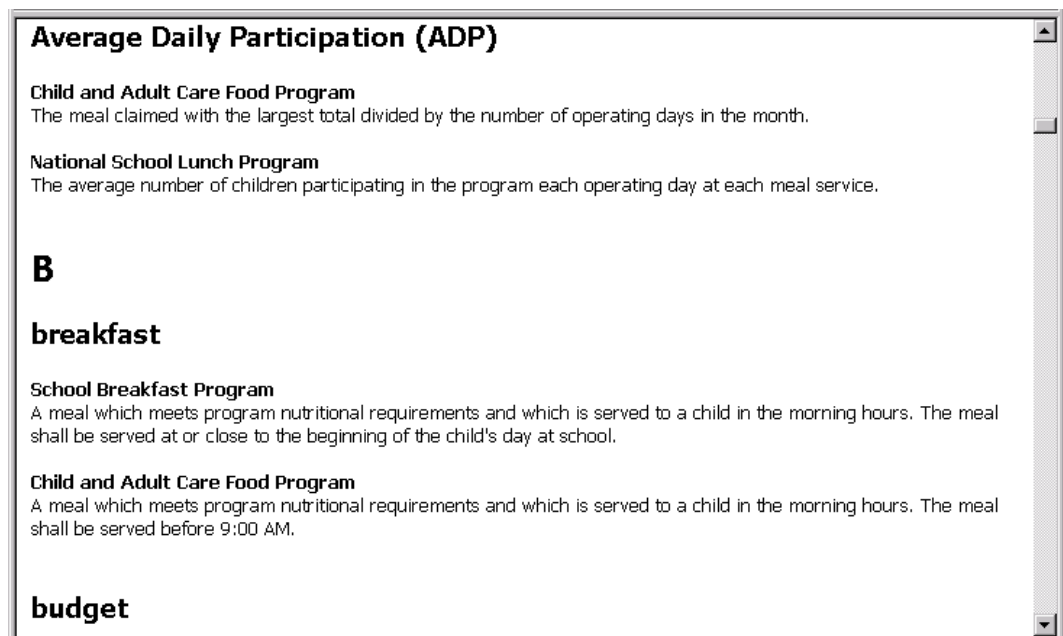
To find the definition for ADP in the School Lunch Program, follow these steps.

1. On the NSLP Home page, click CNP Overview in the menu bar.
The Welcome page is displayed.
2. On the Welcome page, click the phrase “Click here to view the Glossary”.

3. Scroll down to ADP.



4. Click the highlighted phrase "Average Daily Participation".
5. Read the ADP definition pertaining to the National School Lunch Program. Note that Average Daily Participation is displayed at the top of the page.



6. Close the Glossary window.

Help for Each Form

Online help provides guidance specific to each displayed form. Detailed online guidance explaining a particular form and its fields is available from any form.

Topics related to a particular screen can be accessed by clicking the Help symbol in the upper right of the displayed page.

Help pages can be open while you are filling out a form. Help windows can cascade or be resized and moved around on your screen.

Tip

The content of online Help topics can be printed and used as a reference. The printout can be saved and reused the next time you fill out an online form or claim. It can serve as a training guide for learning to use the system.

Example

While filling out the NSLP sponsor application, a Food Service Director noticed different types of NuMenu Software available for menu planning. She decided to find out more using online Help.

Follow these steps to learn about the different types of NuMenus planning software.

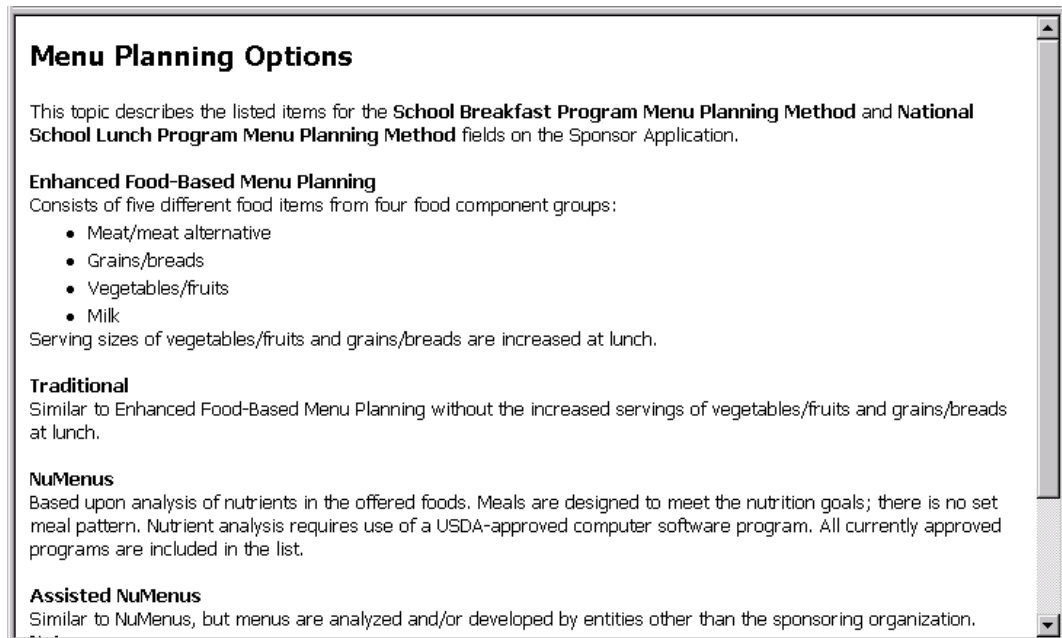
1. Scroll to the top of displayed application form
2. Click the Help button.
3. From the Table of Contents, click the link to the Meal Planning section.

Menu Planning	
School Breakfast Program Menu Planning Method	Select the menu planning method that is used for the School Breakfast Program. Click here for descriptions of the listed methods.
National School Lunch Program Menu Planning Method	Select the menu planning method that is used for the School Breakfast Program. Click here for descriptions of the listed methods.
Menu Planning Option Description	If you selected Other for either School Breakfast Program Menu Planning Method or National School Lunch Program Menu Planning Method , type up to 500 characters describing the menu planning method(s) you use. -
Source of Assisted NuMenus	If you selected Assisted NuMenus for either School Breakfast Program Menu Planning Method or National School Lunch Program Menu Planning Method , type up to 100 characters describing the organization or individual who provides your menus.

Food Service Management Company	
Contract with a Food Service Management Company	Indicate whether you have a signed contract with a Food Service Management Company for the selected Program Year.
Name of Food Service	If you contract with a Food Service Management Company, select the name of that

4. Click the text “Click Here for descriptions of the listed methods”.

5. Read the displayed Help topic.



Applications

Sponsor Tasks and Responsibilities

You must submit the sponsor and site applications via an Internet connection. You must also mail any necessary hard copy supplemental forms to:

Arizona Department of Education

Child Nutrition Programs

1535 West Jefferson, Bin #7

Phoenix, AZ 85007

Once the application has been approved, you will be responsible for submitting sponsor and site application changes over the Internet.

ADE Tasks/Responsibilities

Once the site application, sponsor application, and required hard copy supplemental forms have been received; a Child Nutrition Program (CNP) Specialist will review them and approve or reject the application.

The Department of Education will maintain all necessary ADE supplemental forms required for the application process.

These forms are available for downloading at the Arizona Department of Education Web site at:

<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms.asp>

Other hardcopy forms may be required in addition to those supplied by ADE.

Rules for Entering Data

The system stores information you type only after you click the Save button. You should click the Save button regularly. The Save button is located in the bottom right hand corner of the application pages.

A blue arrow to the left of the field indicates that it is a required field. You will not be allowed to submit the application until all of the required fields contain valid data.

Fields with dates are in the format mm/dd/yyyy. You must enter a four-digit year.

Buttons

Save

Clicking the Save button saves the data from the application to the computer at the ADE. Save frequently.

Cancel

Clicking the Cancel button exits from the current form and returns you to the application list.

Cancel does not save the form. Unless you want to discard your changes, click Save before clicking Cancel.

Submit

Clicking the Submit button sends the application to ADE for approval.

Important

Do not click the submit button until all of the site applications have been submitted.

Delete

Clicking the Delete button deletes all data, exits the application, and returns you to the application list.

Site Application

Application Sections

Site Contact

- Physical Address
- Mailing Address
- General Information
- Site-Level Supporting Data for Site Eligibility
- Site-Level Supporting Data for Area Eligibility
- Special Milk Program
- School Breakfast Program
- National School Lunch Program
- After School Snack Program
- Summer Food Seamless Waiver

Entering a New Site Application

From the list of applications, click the “Create New Application” link under an associated site.

Applications
Site Application [Help](#) | [Logoff](#)

You are in NSLP Home > Applications > Site Application

Enter the information into the boxes and click the OK button to save the changes. Click the Cancel button to return to the previous page without saving your changes.
Fields that are required are marked with *.

a Ehrenberg Elementary School (15-04-04-101)

b Sponsored By Quartzsite Elementary District (15-04-04)
2003 Program Year
New Revision
Pending

The top of the application contains:

- a. The name of the selected site, and the unique County/Type/District/Site (CTDS) number used to identify this site throughout ADE’s business applications.
- b. Details about the application, including:
 - The name of the sponsoring organization, and the unique County/Type/District (CTD) number used to identify this sponsor throughout ADE’s business applications.
 - The program year for which the site is applying to participate.
 - If the displayed application has been approved, the system displays the start date when the application goes into effect. (Not shown)
 - The revision status indicating whether the document is the original or has been revised.
 - The status of the displayed application: Pending, Waiting for Sponsor Application, Not Reviewed, Reviewed, Approved, Rejected, or Withdrawn.

Pending indicates that the application has not yet been submitted to ADE for processing. Saving the application leaves it in Pending status.

Waiting for Sponsor Application indicates that the application has been submitted to ADE, but the sponsor application has not been submitted.

Not Reviewed indicates that the application has been submitted to ADE, the sponsor application has also been submitted, but ADE has not reviewed the site application.





Reviewed indicates that the application has been submitted, and that ADE has reviewed the site application but is waiting to review the sponsor application.

Approved indicates that ADE has examined and approved the application and the sponsor application has been approved. Reimbursement claims can be submitted.

Rejected indicates that ADE examined and rejected the site application.





Withdrawn indicates that the sponsor has withdrawn the site from participating in the NSLP.

Site Contact

1. Site Contact	
First Name:	 <input type="text"/>
Last Name:	 <input type="text"/>
Title:	 <input type="text"/>
E-Mail Address:	<input type="text"/>
Phone:	 <input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>

1. Enter the First Name, Last Name, Title, E-Mail Address, and Phone Number.
2. If you choose, enter the Fax Number.

Physical Address

2. Physical Address	
Address 1:	 <input type="text"/>
Address 2:	<input type="text"/>
City:	 <input type="text"/>
State:	 <input type="text" value="AZ"/>
Zip:	 <input type="text"/> - <input type="text"/>
<input type="checkbox"/> The Physical Address is the same as the Mailing address.	

1. Enter the Street Address and City, select the State from the box and enter the Zip Code (the +4 is optional, not required).
2. Click the checkbox if the Physical Address is the same as the Mailing Address.

You may then bypass the Mailing Address section and go to General Information.

Mailing Address

3. Mailing Address	
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="AZ"/>
Zip:	<input type="text"/> - <input type="text"/>

If the Mailing Address is different from the Physical Address:

1. Enter the Street Address and City.
2. Select the State from the list
3. Enter the Zip Code (the +4 is optional, not required).

General Information

4. General Information	
Program Beginning Date:	<input type="text"/> (Format: mm/dd/yyyy)
Program Ending Date:	<input type="text"/> (Format: mm/dd/yyyy)
Classification of Site:	<input type="text"/>
Site Administration:	<input type="text"/>
Type of Food Service:	<input type="text"/>
Name of Caterer:	<input type="text"/>
Grades Served at Site:	<div><input type="checkbox"/> Ungraded <input type="checkbox"/> Head Start <input type="checkbox"/> Pre-Kindergarten <input type="checkbox"/> Kindergarten <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12</div>
Attendance Factor:	<input type="text" value="90.00"/>

1. Type the Program Beginning Date in the format (mm/dd/yyyy).
The date must begin on or after July 1st of the school year.
2. Type the Program Ending Date in the format (mm/dd/yyyy).
The date must end on or before June 30th of the school year.

3. Select the Classification of Site.

- Regular School
- Boarding School
- Charter School
- Private Nonresidential School
- Bureau of Indian Affairs School
- Residential Child Care Institution
- Juvenile Detention Center
- Nonresidential Child Care Institution

Note

If you select Residential Child Care Institution (RCCI), you must submit a printed copy of your Department of Economic Security License to ADE prior to approval.

4. Select the Site Administration.

- Site is a Legal Entity of the Sponsor
- Public Site Legally Separate from Sponsor
- Private Site Legally Separate from Sponsor

5. Select Type of Food Service.







- Self Preparation Kitchen
- Central Kitchen
- Satellite Kitchen
- Catered Meals

Note

If you selected Catered Meals, type the Name of Caterer into the text field.

6. Check the appropriate Grades Served at Site from the checkboxes; Ungraded - 12.
7. Attendance Factor is automatically assigned by the system using Student Accountability Information Systems (SAIS) student count data.

Site-Level Supporting Data for Site Eligibility




5. Site -Level Supporting Data for Site Eligibility		
2000 - 2001 School Year Free Lunches Served		<input type="text"/>
2000 - 2001 School Year Reduced-Price Lunches Served		<input type="text"/>
2000 - 2001 School Year Paid Lunches Served		<input type="text"/>
2000 - 2001 School Year Percent of Free and Reduced-Price Lunches Served.		%
2001 - 2002 School Year Free Lunches Served		<input type="text"/>
2001 - 2002 School Year Reduced-Price Lunches Served		<input type="text"/>
2001 - 2002 School Year Paid Lunches Served		<input type="text"/>
2001 - 2002 School Year Percent of Free and Reduced-Price Lunches Served.		%

After the first year of operation, these fields display claim data from the indicated school year. If the fields are blank, perform the following steps.

1. Enter the number of Free, Reduced, and Paid lunches served during the School Year two years prior to the application.
2. Enter the number of Free, Reduced, and Paid lunches served during the School Year one year prior to the application.

The Percent of Free and Reduced-Price Lunches Served is calculated from the claim data, if available, or the data you entered.

Site-Level Supporting Data for Area Eligibility

6. Site -Level Supporting Data for Area Eligibility		
Participants Approved for Free Meals during March 2002		<input type="text"/>
Participants Approved for Reduced-Price Meals during March 2002		<input type="text"/>
Participants Approved for Paid Meals during March 2002		<input type="text"/>
Percent of Free and Reduced-Price Eligible Students:		%

After the first year of operation, these fields display claim data from the indicated school year. If the fields are blank, perform the following steps.

1. Enter the number of participants approved for Free meals during March of the indicated year.
2. Enter the number of participants approved for Reduced-Price meals during March of the indicated year.

3. Enter the number of participants approved for Paid meals during March of the indicated year.



The Percent of Free and Reduced-Price Eligible Students is calculated from the claim data, if available, or the data you entered.

Special Milk Program

7. Special Milk Program.	
Participation:	<input type="text"/>
Amount Charged to Students for 1/2 Pint of Milk:	<input type="text"/>

1. Select the type of Special Milk Program from the list.
 - Collect Income Applications and Charge Students
 - Collect Income Applications but Do Not Charge Students
 - Do Not Collect Income Applications but Charge Students
 - Do Not Collect Income Applications and Do Not Charge Students
 - Not participating
2. If you Collect Income Applications and Charge Students, or Do Not Collect Income Applications but Charge Students, you must list the Amount Charged to Students for ½ Pint of Milk. This field must be at least \$0.01.

School Breakfast Program

8. School Breakfast Program	
Participation:	 <input type="text"/>
Average per Meal Breakfast Cost:	 <input type="text" value="1.12"/>
Severe Need Breakfast Program Eligibility:	Not Eligible
Offer versus Serve Implemented During Breakfast :	<input type="text"/>
Amount Charged to Students for Reduced-Price Breakfast:	<input type="text"/>
Amount Charged to Students for Paid Breakfast:	<input type="text"/>

1. Select whether the school will participate in the Breakfast Program.

- Regular
- Special Assistance - Provision 2
- Special Assistance - Provision 3
- Not Participating

Note

If you select Not Participating, the system will not allow you to enter data for any other School Breakfast Program questions.


2. The Average per Meal Breakfast Cost is a display field managed by ADE, based on the sponsor's Annual Financial Report.
3. Select from Offer versus Serve, if the school participates in the Breakfast Program.
4. Type the Amount Charged to Students for Reduced-Price Breakfast. This field must be greater than or equal to \$0.00.

Note

This amount cannot exceed \$0.30.

5. Type the Amount Charged to Students for Paid Breakfast. This field must be greater than or equal to \$0.00.

National School Lunch Program

9. National School Lunch Program	
Participation:	 <input type="text"/>
Offer versus Serve Implemented During Lunch:	<input type="text"/>
Amount Charged to Students for Reduced-Price Lunch:	<input type="text"/>
Amount Charged to Students for Paid Lunch:	<input type="text"/>

1. Select whether the School will participate in the National School Lunch Program.

- Regular
- Special Assistance - Provision 2
Special Assistance - Provision 3
- Not Participating

Note

If you select Not Participating, the system will not allow you to enter data for any other National School Lunch Program questions.



2. Select from the Offer versus Serve.
3. Type the Amount Charged to Students for Reduced-Price Lunch. This field must be greater than or equal to \$0.00.

Note

This amount cannot exceed \$0.40.

4. Type the Amount Charged to Students for Paid Lunch. This field must be greater than or equal to \$0.00.

After School Snack Program

10. After School Snack Program	
Participation:	 <input type="text"/>
Entity Administering the After School Snack Program:	<input type="text"/>
Description of Education or Enrichment Activities in the After School Program:	<input type="text"/>
Name of Closest Area Eligible School:	<input type="text"/>
After School Snack Program Eligibility:	 <input type="text"/>
Amount Charged to Students for Reduced-Price Snack:	<input type="text"/>
Amount Charged to Students for Paid Snack:	<input type="text"/>

1. Indicate whether you will participate in the After School Snack Program.

Notes







- You cannot participate in the After School Snack Program if you are not participating in National School Lunch Program.
 - If you select Not Participating, the system will not allow you to enter data for any other After School Snack Program questions.
2. Type a Description of the Educational or Enrichment Activities within the After School Snack Program.
 3. Name the Closest Area Eligible School in the area.
 4. After School Snack Program Eligibility is managed by ADE.
 5. Type the Amount Charged to Students for Reduced-Price Snack. This field must be greater than or equal to \$0.00.

Note

The amount charged cannot exceed \$0.15.

6. Type the Amount Charged to Students for Paid Snack. This field must be greater than or equal to \$0.00.

Summer Food Seamless Waiver

11. Summer Food Seamless Waiver		
Summer Food Seamless Waiver Eligibility:		<input type="text"/>
Type of Site:		<input type="text"/>
Seamless Waiver Breakfast Participation:		<input type="text"/>
Seamless Waiver Lunch Participation:		<input type="text"/>
Seamless Waiver Snack Participation:		<input type="text"/>
Seamless Waiver Supper Participation:		<input type="text"/>

1. Select whether the School will participate in the Summer Food Seamless Waiver. If participating in the Seamless Waiver, answer the rest of the questions in this section.

Note

If you select Not Participating, the system will not allow you to enter data for any other Summer Food Seamless Waiver questions.

2. Indicate the Type of Site.
 - Open Site
 - Restricted Open Site
 - Closed Enrolled Site
 - Site Not Participating
3. Indicate whether the site participates in each of the following meals.
 - Seamless Waiver Breakfast
 - Seamless Waiver Lunch
 - Seamless Waiver Snack
 - Seamless Waiver Supper

Months During Which Seamless Waiver Meals are Served:	<input type="checkbox"/> July
	<input type="checkbox"/> August
	<input type="checkbox"/> September
	<input type="checkbox"/> October
	<input type="checkbox"/> November
	<input type="checkbox"/> December
	<input type="checkbox"/> January
	<input type="checkbox"/> February
	<input type="checkbox"/> March
	<input type="checkbox"/> April
	<input type="checkbox"/> May
	<input type="checkbox"/> June

4. Indicate the months during which seamless waiver meals are served.

Organization to Operate the SFSP Site under the School Food Authority Sponsorship:	<input type="text"/>
Estimated Number of Children to be Served:	<input type="text"/>
Location Where Meal Service Availability is Advertised:	<input type="checkbox"/> Resource and Referral Agencies <input type="checkbox"/> Government Agencies <input type="checkbox"/> Community-Based Advocacy Groups <input type="checkbox"/> Grocery Stores <input type="checkbox"/> Churches/Religious Establishments <input type="checkbox"/> Parks and Recreation Facilities <input type="checkbox"/> YMCA/YWCA Buildings <input type="checkbox"/> Community Centers
Type of Meal Service Advertisement:	<input type="checkbox"/> Magazine <input type="checkbox"/> Newspaper <input type="checkbox"/> Newsletter <input type="checkbox"/> Pamphlets <input type="checkbox"/> Posters <input type="checkbox"/> Radio <input type="checkbox"/> Television

5. Indicate the Organization to Operate the SFSP Site.

6. Indicate the Estimated Number of Children to be Served.

7. Indicate the Location Where Meal Service Availability is Advertised.

8. Indicate the Type of Meal Service Advertisement.

Submitting the Application

After you have created and saved the site application, click Submit to send it to ADE for review and approval.

Revising an Application

To revise an approved, rejected, or withdrawn site application, go to the application list and click the Create New Application link associated with the site. A new application is created from the most recent data. Make your changes, review and submit the application.

Effects of Making Changes

Claim forms are built from the approved application in effect during the claim month. If you revise an application by adding meal type, you will not be able to submit a claim for the new meal until the revised application has been approved.

Example

If you apply for the After School Snack Program in November, you cannot claim After School Snack for October. You must wait until the revised application is approved and After School Snack appears on the claim form.

Printing a Site Application

To print a copy of the application, click the print icon on the browser toolbar.

Sponsor Application

Application Sections

The sponsor application contains the following sections.

- School Food Authority
- Record Keeper
- Physical Address
- Mailing Address
- General Information
- Meal Counting and Point of Service
- Menu Planning
- Food Service Management Company
- Forms for Free & Reduced-Price Meals
- Certification Statement

Entering a New Application

From the List of Applications, click Create New Application. The sponsor application is displayed.

Applications
Sponsor Application [Help](#) | [Logoff](#)

You are in NSLP Home > Applications > Sponsor Application

Fields marked with are required prior to submission to ADE.
Click the Save button to save your changes. Click the Submit button to submit your application to ADE for processing.

Quartzsite Elementary District (15-04-04)

2003 Program Year
Application Revision 1
Pending Submission

The top of the application contains:

- a. The name of the sponsoring organization, and the unique County/Type/District (CTD) number used to identify this sponsor throughout ADE's business applications.
- b. Details about the application, including:
 - The program year for which the sponsor is applying to participate.
 - If the displayed application has been approved, the system displays the start date when the application goes into effect. (Not shown)
 - The revision status indicating whether the document is the original or has been revised.
 - The status of the displayed application: Pending, Submitted, Approved, Rejected, or Withdrawn.

Pending indicates that the application has not yet been submitted to ADE for processing. Saving the application leaves it in Pending status.





Submitted indicates that the application has been submitted to ADE for review.

Approved indicates that ADE has examined and approved the sponsor application.

Rejected indicates that ADE examined and rejected the sponsor application.

Withdrawn indicates that the sponsor has withdrawn from participating in the NSLP.

School Food Authority Contact

School Food Authority Contact	
First Name:	 <input type="text"/>
Last Name:	 <input type="text"/>
Title:	 <input type="text"/>
E-Mail Address:	<input type="text"/>
Phone:	 <input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Receive System E-Mail:	<input type="checkbox"/>





The School Food Authority Contact cannot be the Food Service Management Company or the Catering Company contact. This should be the administrator receiving direct mail from ADE.

1. Enter the First Name, Last Name, Title, E-Mail Address, Phone, and Fax.
2. Click the checkbox if the School Food Authority Contact should receive System E-Mail.

Note

Someone must be designated to receive system E-mail. This can be the School Food Authority Contact, the Program Contact, or both.






Program Contact

Program Contact	
First Name:	 <input type="text"/>
Last Name:	 <input type="text"/>
Title:	 <input type="text"/>
E-Mail Address:	<input type="text"/>
Phone:	 <input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Receive System E-Mail:	<input type="checkbox"/>

The Program Contact should be the Administrator responsible for submitting claims.






1. Enter the First Name, Last Name, Title, E-Mail Address, Telephone, and Fax Telephone Number.
2. Click the checkbox if the Program Contact should receive System E-Mail.

Physical Address

Physical Address	
Address 1:	 <input type="text"/>
Address 2:	<input type="text"/>
City:	 <input type="text"/>
State:	 <input type="text" value="AZ"/> 
Zip Code:	 <input type="text"/> - <input type="text"/>
<input type="checkbox"/> The Physical address is the same as the Mailing address.	



1. Enter the Street Address and City, select the State from the box and enter the Zip Code (the +4 is optional, not required).
2. If the Physical Address is the same as the Mailing Address, click the checkbox and bypass the Mailing Address section.

Mailing Address

3. Mailing Address	
Address 1:	 <input type="text"/>
Address 2:	<input type="text"/>
City:	 <input type="text"/>
State:	 <input type="text" value="AZ"/> 
Zip:	 <input type="text"/> - <input type="text"/>

1. If the Mailing Address is different from the Physical Address, enter the Street Address and City.
2. Select the State from the list.
3. Enter the Zip Code (the +4 is optional, not required).

General Information

General Information	
Type of Sponsoring Authority	 <input type="text"/>
Participate in the Food Distribution Program:	 <input type="checkbox"/>
High-Rate Lunch Reimbursement Eligibility:	Not Eligible

1. Select your Type of Sponsoring Authority.

- Public
- Private/Non-Profit

Note

If you are a new sponsor and you select Private/Non-Profit, you will need to mail the required 501c(3) IRS Form to ADE. If you are a continuing sponsor, the system will indicate that the document is already on file at ADE.

2. Specify whether you wish to participate in the Food Distribution Program.
3. Eligibility for High-Rate Lunch Reimbursement determines whether you will receive an extra two-cent reimbursement for each lunch you serve. Your eligibility is automatically determined by the system based on claim data for lunches served two years prior to the program year of the application.

Meal Counting and Point of Service

Meal Counting and Point of Service	
Method of Meal Counting:	<div><input type="checkbox"/> Name Checklist/Roster</div> <div><input type="checkbox"/> Tickets</div> <div><input type="checkbox"/> Computer System</div> <div><input type="checkbox"/> Other</div>
Method of Meal Counting Description:	<div><div></div></div>
Explanation for Multiple Methods of Meal Counting:	<div><div></div></div>
Point of Service Description:	<div><div></div></div>

1. Select each Method of Meal Counting you will use.

Example

Students use *tickets* with number code 01 for free, 02 for reduced-price, and 03 for paid.

2. If more than one method of meal counting was selected enter the method of Meal Counting Description.
3. Enter an Explanation for Multiple Methods of Meal Counting.

Example



Food service staff counts tickets after conclusion of meal service and records number on summary report.

4. Enter the Point of Service Description.

Example


Students proceed through the lunch line and present tickets to food service staff at the end of line.)

Menu Planning

Menu Planning	
School Breakfast Program Menu Planning Option:	 <input type="text"/>
National School Lunch Program Menu Planning Option:	 <input type="text"/>
Menu Planning Option Description:	<input type="text"/>
Source of Assisted NuMenus:	<input type="text"/>

1. Select the Breakfast and Lunch Program Menu Planning Methods you use.
2. If Menu Planning Option “Other” was selected, a Menu Planning Option Description is required.
3. If Menu Planning Option “Assisted NuMenus” was selected, the source (i.e., USDA, consultant, or school consortia) is required.

Food Service Management Company

Food Service Management Company	
Contract with a Food Service Management Company:	 <input type="text"/>
Name of Food Service Management Company:	 <input type="text"/>

1. Indicate whether you have a signed Contract with a Food Service Management Company (FSMC).

Note




You must submit a hard copy of the FSMC contract for ADE approval.

2. If you selected yes, select the Name of the (FSMC).

Note

If the FSMC that you are contracting with does not appear in the list provided, contact the Child Nutrition Program Office.

Forms for Free & Reduced-Price Meals


Forms For Free And Reduced-Price Meals		
Application For Free And Reduced-Price Meals:		<input type="text"/>
Parent Letter For Free And Reduced-Price Meals:		<input type="text"/>
Notification Letter:		<input type="text"/>

1. Indicate the type of form that will be used for the Parent Application for Free and Reduced-Price Meals.
 - Form Approved by ADE
 - Form Submitted to ADE for Approval
 - Form Not Required - Operating Under Special Assistance
2. Indicate the type of form that will be used for the Parent Letter for Free and Reduced-Price Meals.
 - Form Approved by ADE
 - Form Submitted to ADE for Approval
 - Form Not Required - Operating Under Special Assistance
3. Indicate the type of form that will be used for the Notification Letter for Free and Reduced-Price Meals.
 - Form Approved by ADE
 - Form Submitted to ADE for Approval
 - Form Not Required - Non Pricing Site

Note

If you are using forms other than ADE's, you must submit a hard copy to ADE for approval.

Certification Statement

Certification Statement
<p>I hereby certify that neither this sponsor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.</p> <p>No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.</p> <p>If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.</p> <p>The undersigned shall require that the language of this certification be included in the award documents for all covered awards and sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.</p> <p>The sponsor hereby agrees to comply with all State and Federal laws and regulations governing Child Nutrition Programs. The sponsor submitting this application will ensure that all monthly claims for reimbursement represent meals/milk served by category and that records are available to support these claims. It is acknowledged that once approved by the Arizona Department of Education, this application places in force the permanent agreement effective 07/01/2000 and any subsequent amendment for the 2002-2003 program year.</p> <p>I hereby certify that I have read and understand the United States Department of Agriculture Free and Reduced-Price Policy Statement.</p>
<div style="text-align: right;"> <input type="checkbox"/> I Agree</div>

You must read the statement and agree to all conditions before selecting the “I Agree” checkbox and submitting the Application.

Submitting the Application

After you have created and submitted all of your site applications, click Submit to send the sponsor application and all associated site applications to ADE for review and approval.

Revising an Application

To revise an approved, rejected, or withdrawn application, go to the application list and Click Create New Application. A new application is opened, containing the most recent data. Make your revisions, review and submit the application.

Effects of Making Changes

If you revise an application such that an additional document must be reviewed by ADE, your application will not be approved until ADE receives and approves the document.

Printing an Application

To print a copy of the application, click on the print icon on the browser toolbar.

Application Item Checklist

When you submit your sponsor application, the system automatically creates an item checklist of all the hardcopy forms you need to submit to ADE before you will be approved to participate in the National School Lunch Program.

Approval Process
Item Checklist [? Help](#) | [Logoff](#)

You are in [NSLP Home](#) > [Applications](#) > Item Checklist

The following items must be sent to the state before your application can be approved. The status of receipt of each item is displayed along with the date the state received the item.

Quartzsite Elementary District (15-04-04) 2003 Program Year
Application Revision 1
Submitted to ADE

Item Description	Received	Received Date	Approved	Approved Date
Application for Free and Reduced-Price Meals Is Required				
Parent Letter For Free and Reduced-Price Meals Is Required				
Notification Letter Is Required				

a **b** **c**

The checklist contains the following information.

- a. A description of the required document.
- b. An indicator showing whether the ADE received the document.
 - A red circle with an "x" in it indicates that the document has not been received.
 - A green circle with a checkmark (followed by a date) indicates that the document has been received at the ADE. (See the next page for an example)
- c. An indicator showing whether the document has been approved.
 - A red circle with an "x" in it indicates that the document has not yet been approved.
 - A green circle with a checkmark (followed by a date) indicates that the document has been approved. (See the next page for an example)

Follow these steps to view the checklist.

1. From the list of applications, expand the sponsor or district list.
2. Click View Checklist next to the most recent application.
3. If desired, print the checklist for use as a reference.

Downloadable Forms

After you review the item checklist, go to the Arizona Department of Education Web site to download and print any ADE hardcopy forms you need.

<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms.asp>

Submit the completed forms to:

Arizona Department of Education

Child Nutrition Programs

1535 West Jefferson, Bin #7

Phoenix, AZ 85007

Even supplemental forms not supplied by ADE, such as the 501c(3), should be submitted to the above address.

Tracking Forms Sent to ADE

You may track your hardcopy document status by reviewing the item checklist.

Approval Process

Item Checklist

Help | Logoff

You are in NSLP Home > Applications > Item Checklist

The following items must be sent to the state before your application can be approved. The status of receipt of each item is displayed along with the date the state received the item.

Quartzsite Elementary District
(15-04-04)

2003 Program Year
Application Revision 1
Approved

Item Description	Received	Received Date	Approved	Approved Date
Application for Free and Reduced-Price Meals Is Required		05/13/2002		05/13/2002
Parent Letter For Free and Reduced-Price Meals Is Required		05/13/2002		05/13/2002
Notification Letter Is Required		05/13/2002		05/13/2002

You should review and print the completed checklist for your records.

Claims

The Site Claim enables sponsors and authorized ADE personnel to add, view, update, revise, and delete site level claims for reimbursement.

In CNP Web, all reimbursement claims are submitted at the site level; reimbursement payments still go directly to the sponsor.

The sponsor cannot submit claims if the application for the sponsor or for the particular site is not in Approved status.

Claim Rows

The entry fields on a claim are based on the approved application for the site. A separate row of input fields is displayed for each approved meal type.

Different fields are shown for each of the following groups of meals.

- Special Milk
- Regular Breakfast, Severe Need Breakfast, Regular Lunch, High-Rate Lunch, Regular Snack
- At-Risk Snack
- Provision 2 Regular Breakfast, Provision 2 Severe Need Breakfast, Provision 2 Regular Lunch, Provision 2 High-Rate Lunch
- Provision 3 Regular Breakfast, Provision 3 Severe Need Breakfast, Provision 3 Regular Lunch, Provision 3 High-Rate Lunch
- Seamless Waiver Breakfast, Seamless Waiver Lunch, Seamless Waiver Snack, Seamless Waiver Supper

Creating a New Claim

The following steps will allow you to create a claim in the system.

1. From the NSLP Home page, click Site Claims on the menu bar.
2. Select a site from the display list or enter search criteria.
3. Click on Create New Site Claim.

The screenshot shows the NSLP Site Claim form. At the top, the NSLP logo is on the left, and 'Help' and 'Logoff' links are on the right. Below the logo is the title 'Site Claim'. A breadcrumb trail reads 'You are in NSLP Home > Claims > Site Claim'. A yellow instruction box states: 'Enter the information into the form below. For meal quantities that are unknown or none served, please enter zero (0). Click the Save button to save your changes and click the Cancel button to disregard your changes since the last save.' The form contains two main sections. Section 'a' is circled and contains the text 'Ehrenberg Elementary School (15-04-04-101)'. Section 'b' is also circled and contains the text 'Sponsored by Quartzsite Elementary District (15-04-40)', '2003 Program Year', 'August', 'Original Claim', and 'Pending Submission' in blue text. Callout boxes 'a' and 'b' point to these sections respectively.

The top of the claim contains:

- a. The name of the selected site, and the unique County/Type/District/Site (CTDS) number used to identify this site throughout ADE's business applications.
- b. Details about the claim, including:
 - The name of the sponsoring organization, and the unique County/Type/District (CTD) number used to identify this sponsor throughout ADE's business applications.
 - The program year for which reimbursement is claimed.
 - The month for which reimbursement is claimed.
 - The revision status indicating whether the document is the original or has been revised. When changes are made to a Paid claim, the changed claim is identified as a Revised claim.
 - The status of the displayed claim: Pending, Submitted, or Paid.

Until you submit a claim to ADE, it remains in Pending Submission status.

Claim status changes to Submitted when you electronically submit the claim to the ADE.

Claim status changes from Submitted to Paid after the claim is processed by the Child Nutrition Program and sent to ADE's Accounting Department for payment.

Regular Claims

Special Milk

Special Milk	
Days Served:	<input type="text"/>
Paid Half-Pints Served:	<input type="text"/>
Free Half-Pints Served:	<input type="text"/>
Cost Of Milk Purchased:	<input type="text"/>
Number Of Half-Pints Purchased:	<input type="text"/>
Average Cost for Half-Pint of Milk:	0

Follow these instructions for entering claims for Special Milk.

1. Enter the number of days that milk was served during the claim month.
2. Enter the number of 1/2 pints of milk served during the claim month to students eligible to receive Paid milk.
3. Enter the number of 1/2 pints of milk served during the claim month to students eligible to receive Free milk.
4. Type the cost, in dollars and cents, of milk purchased during the claim month.
5. Enter how many 1/2 pints of milk were purchased during the claim month.

The program divides Number of 1/2 Pints of Milk Purchased During the Month into Cost of Milk Purchased During the Month, and displays the result.

Regular Breakfast, Severe Need Breakfast, Regular Lunch, High-Rate Lunch, Regular Snack

Lunch	
Days Served:	<input type="text"/>
Free Meals Served:	<input type="text"/>
Reduced-Price Meals Served:	<input type="text"/>
Paid Meals Served:	<input type="text"/>
Total Meals Served:	0
Participants Approved for Free Meals:	<input type="text"/>
Participants Approved for Reduced-Price Meals:	<input type="text"/>
Participants Approved for Paid Meals:	<input type="text"/>
Participants Enrolled:	<input type="text"/>

Follow these instructions for entering claims for Regular Breakfast, Severe Need Breakfast, Regular Lunch, High-Rate Lunch, or Regular Snack.

1. Type the number of days that the meal was served during the claim month.
2. Enter a whole number of Free meals served to eligible children during the claim month.
3. Enter a whole number of Reduced-Price meals served to eligible children during the claim month.
4. Enter a whole number of Paid meals served to eligible children during the claim month.
The program sums the last three fields and displays Total Meals Served.
5. Type the number of students eligible to receive this meal for Free during the claim month.
6. Type the number of students eligible to receive this meal for Reduced-Price during the claim month.
7. Type the number of students eligible to receive this meal for the Paid price during the claim month.
8. Type a whole number for the total number of students enrolled during the claim month.

At-Risk After-School Snack

At-Risk After-School Snack	
Days Served:	<input type="text"/>
Free Meals Served:	<input type="text"/>
Participants Enrolled:	<input type="text"/>

Follow these instructions for entering claims for At-Risk Snack.

1. Type the number of days that snacks were served during the claim month.
2. Enter a whole number of Free snacks served to eligible students during the claim month.
3. Type a whole number for the total number of students enrolled during the claim month.

Provision 2 Claims

Provision 2 claims for Regular Breakfast, Severe Need Breakfast, Regular Lunch, or High-Rate Lunch include the same fields as if the site were not on Special Assistance, but the fields behave differently.

Provision 3 Claims

Provision 3 claims for Regular Breakfast, Severe Need Breakfast, Regular Lunch, or High-Rate Lunch include the same fields as if the site were not on Special Assistance, plus Actual Total Meals Served.

Seamless Waiver Claims

Seamless Waiver - Breakfast	
Days Served:	<input type="text"/>
Free Meals Served:	<input type="text"/>
Participants Enrolled:	<input type="text"/>

The Summer Food Seamless Waiver reduces Summer Food Service Program paperwork by adopting the National School Lunch Program meal counting and claiming requirements.

Follow these instructions for entering claims for Seamless Waiver meals.

1. Type the number of days that Seamless Waiver meals were served during the claim month.
2. Enter a whole number of meals served to eligible students during the claim month.
3. Type a whole number for the total number of students enrolled during the claim month.

Submitting Claims

Claims are submitted as a group. After each of your site claims is entered and saved, click “Submit All Site Claims” on the claims index page.

The program checks the data in each claim.

- If no errors are found, the program displays a confirmation page. Print the confirmation page for your records.
- If the program finds errors in any claims, it displays a list of site claims that contain errors.

To correct errors, click a listed claim to open it in Pending status and view:

- Messages describing errors found
- Markers indicating where the errors occurred

Combining Claims

Claims from two months may be combined if one of the months includes not more than ten (10) days of program operation.

Report the combined claim for the month with the largest number of operating days.

Example

If you combine May with 21 operating days and June with 7 operating days, the claim will be a May claim with 28 operating days.

Important

Due to the annual change in reimbursement rates, do not combine June and July claims.

Due to the change in federal fiscal years, do not combine September with October.

Revising a Claim

Effect of Changes

When you edit a claim that has not been paid, the system changes the claim status back to Pending and keeps the same revision number. You must resubmit the claim when you finish making your changes.

When you change a claim that has been paid, the system identifies the changed claim as the next revision number.

Printing a Claim

To print a copy of the claim, click the print icon on the browser toolbar.

Appendix A: Acceptable Use Policy

This appendix contains the complete text of the Acceptable Use Policy of the Arizona Department of Education as of 5/13/02.

Acceptable Use Policy

The following policy covers the use of electronic communication networks and computer-based administrative applications of the Arizona Department of Education (ADE). This policy applies to all personnel using these intranet, extranet, Internet, and administrative resources, including, but not limited to, officials and employees of schools, school districts, charter schools, and ADE.

Administrative applications may require the collection, storage, and transmission of sensitive, confidential, private, or proprietary information. Such information must be properly safeguarded at all times, and procedures to ensure its security must be adhered to. Such information should be accessible only to properly authorized personnel, and confidential or sensitive information must be securely encrypted during transmission over electronic communication networks.

Use of ADE electronic communication networks and computer-based administrative applications is limited exclusively to business related to ADE. Use for other purposes is not acceptable.

It is not acceptable to use ADE intranet, extranet, Internet, and administrative resources for any purposes which violate U.S. or state laws. It is not acceptable to use these resources so as to interfere with or disrupt network users, services or equipment. Users agree to waive any claim and release ADE, its employees, and agents, from any claim, demand, liability, cause of action, or suit for damages arising out of use of ADE resources, including but not limited to any loss of stored data. Users understand and agree that each time they access ADE resources, they are bound by the terms of this agreement along with any changes or additions to this agreement and the terms of all ADE policies that are in effect at the time they access the system

Use of ADE resources constitutes acceptance by the user of the terms of this agreement.

Ownership of Internet-Related systems

ADE Internet-related administrative application systems are the property of the Arizona Department of Education. They are to be used for business purposes in serving the interests of the ADE and its clients and in the course of normal operations.

Monitoring

ADE reserves the right to monitor all usage to ensure proper working order, appropriate use, the security of data, and to retrieve the contents of any user communication in these systems.

Security and Proprietary Information

Information contained on ADE's Internet-related systems may be either public information or non-public information. Users are required to take all necessary steps to prevent unauthorized access to or disclosure of non-public information.

Access and Authentication

Users are required to keep their passwords secure and unknown to all other persons and shall not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed quarterly and should be at least 8 alphanumeric characters. All default passwords must be changed and all guest or anonymous accounts are prohibited. Authorized users should take steps to prevent unauthorized access to their accounts by logging off when their workstation will be unattended.

Restrictions and Prohibitions on Use and Access

Communications and Internet access should be conducted in a responsible and professional manner reflecting commitment to honest, ethical and non-discriminatory business practice. In furtherance of these goals the following restrictions and prohibitions apply:

Data security

Users must safeguard their logon ID and password from disclosure to any person. Users may not access a computer account that belongs to another user. Users must use their own logon ID and password only, are responsible for all activity on their logon ID, and must report any known or suspected compromise of their ID to ADE Network Administration.

Unauthorized attempts to circumvent data security schemes; identify or exploit security vulnerabilities; or decrypt secure data are prohibited.

Attempting to monitor, read, copy, change, delete, or tamper with another user's electronic communications, files or software without the express authorization of the user is prohibited.

Knowingly or recklessly running or installing (or causing another to run or install) a program (such as a "worm" or "virus") intended to damage or place an excessive load on a computer system or network is prohibited.

Forging the source of electronic communications, altering system data used to identify the source of messages or otherwise obscuring the origination of communications is fraud and is prohibited.

To promote the efficient use and to avoid misuse of Internet-related systems, a copy of this policy statement will be distributed to and must be accepted by all users. Users are required to familiarize themselves with the contents of this statement.

ADE is responsible for protecting users and the system from abuses of this policy. Pursuant to this duty, the system administrator(s) may take any of the following actions reasonably appropriate to the nature of the offense:

- Temporary reduction or suspension of computer system privileges.

- Referral to the offending user's supervisor.

- Permanent access revocation.

- For misuse amounting to criminal behavior, referral to appropriate law enforcement agencies.

The ADE as necessary may review sanctions. Alleged violations will be reviewed on a case-by-case basis.

Appendix B: Getting Started in the Real System

The training materials that were used reference the training Web site. Whenever you are submitting applications and reimbursement claims online log on to the production Web site. To log on to the production Web site, type the following in the address field of the Internet browser.

<https://www.ade.az.gov/commonlogon>

Appendix C: To Get Help with the System

There are many resources available to you for assistance with the CNP Web system. For assistance, contact any of the following resources:

Regional Training Centers

For information about the Regional Training Centers, go to the RTC Web site at:

<http://www.ade.az.gov/rtc/>

To contact the Regional Training Center Help Desk for your region, call the number below the appropriate map.

Northern Arizona Regional Training Center



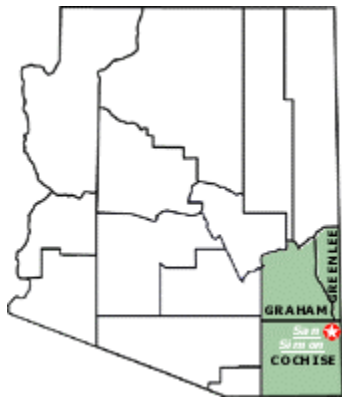
Help Desk: 888-394-1377

Tempe Educational Consortium



Help Desk: 480-965-3366

San Simon Unified School District #18



Help Desk: 866-830-5128

Tucson Unified School District



Help Desk: 520-225-4959

NSLP Applications and Program Information

Tracey Nissen	602-542-8708
Your NSLP Program Specialist	See Name and Phone Number on Sponsor Application
Receptionist	602-542-8700

NSLP Claims

Mila Makal	602-542-8714
Tena Owens-McCray	602-542-8736

Appendix D: Frequently Asked Questions

Q. Will there be a claim upload interface available?

- A. The CNP Web system will accept upload files for all site-level claim data. The required file format can be downloaded from the Arizona Department of Education web site. This is the only format that will be accepted by CNP Web and it is the responsibility of the School Food Authority to create the file.

The file format can be located at <http://www.ade.az.gov/health-safety/documents>

Q. My district has multiple sites and the children from these sites are served meals in one cafeteria site. Do I have to submit a site application for each site, or just for the one serving the meals?

- A. It is only necessary to submit a site application for the site serving meals or conducting the point of service for the meal. (If elementary, and junior high school students go into the high school cafeteria for their meals, you only need to submit a site application for the high school.)

Q. What forms need to be submitted to the Arizona Department of Education (ADE).

After you have submitted the online application to ADE, click the view checklist link on the application index page. The checklist identifies all of the hard copy forms that are required by ADE. Some of the forms in the list may be downloaded from the Child Nutrition website.

<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms.asp>

Q. Since ADE is not sending out renewal packets, how can I get copies of the Notification Letter, the Parent Letter for Free and Reduced-Price Meals, and the Application for Free and Reduced-Price Meals?

- A. All of the download forms can be downloaded from the Child Nutrition Programs website. <http://www.ade.az.gov/health-safety/cnp/nslp/parentforms.asp>

Q. Do I need to submit a Food Service Agreement this year?

- A. The Food Service Agreement that was submitted to ADE last year is a four-year agreement and is effective through SY2003-2004. You do not have to submit another agreement unless you are changing the programs that you are participating in.

Q. Do I have to submit a new application this year, if the Food Service Agreement is good through SY2003-2004?

- A. Yes, the online sponsor application must be submitted to ADE every year.

Q. Will I have to complete the entire application every year?

- A. No, at the beginning of SY2003-2004, every sponsor's application data will be rolled over to the new year. Although, you will be required to keep current information in the CNP Web system by submitting application updates as necessary.

Q. Will the CNP Web be available before July 1, 2002?

- A. CNP Web is currently being tested and will not be available in production until July 1, 2002.

Q. Is CNP Web the same as the Food Distribution system?

- A. CNP Web and Food Distribution (CNP2000) at this time are two completely separate systems.

Q. What is the deadline for submitting my application?

- A. There is no set date for submitting your application, however, you must have an approved application in the system before you can submit reimbursement claims.

Q. Can I wait until August to submit my application and still submit a July claim?

A. If you intend to claim for the month of July, you must have a submitted and approved application in CNP Web before August 1, 2002.

Q. How long will it take an application to be approved?

A. Our goal is to have an application approved within two weeks after it has been submitted to ADE for approval. Approval is dependent upon ADE receiving all of the necessary hard copy forms.

Q. Will faxed claims be accepted?

A. ADE will no longer accept faxed claims.

Q. What if I cannot submit my claim because my Internet access is down?

A. Submit the claim online as soon as you regain access to the Internet. If you cannot submit your claim by the end of the month, contact Child Nutrition Programs.

Q. What is the deadline for claim submission?

A. The deadline for claim submission is still the 10th of each month. Having your claim submitted by the 10th will guarantee that it will be processed for payment by the end of the same month.

Q. What is ADE Common Logon?

A. ADE Common Logon is the Department of Education's main security database that is used for all of the department online applications.

Q. How do I get access to ADE Common Logon?

- A. The Entity Administrator for your sponsoring organization has authority to request new user accounts in ADE Common Logon. Ask the Entity Administrator to request a user account for you.

Q. Who is my Entity Administrator?

- A. Contact your Child Nutrition Programs specialist to find out the name of your Entity Administrator. The Child Nutrition Programs staff will determine if your sponsoring organization already has an Entity Administrator. If there is an Entity Administrator, the staff member will provide you with the Entity Administrator's name.

Q. What if my sponsoring organization does not have an Entity Administrator assigned?

- A. If the sponsoring organization does not have an Entity Administrator assigned, the Designated Official from your approved 2001-2004 Food Service Agreement will be assigned.